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DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY

Material Storage Supervisor 2
Bureau of Finance and Administration, Division of Materials Management

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees (see "eligibility" section below)

Location: Stores Location, Wethersfield, CT

Hours: 37.5 hours per week

Salary: TC 18: Annual - \$46,054 to \$59,384

Closing Date: December 23, 2010, close of business

Position Description: The Connecticut Department of Transportation has a Material Storage Supervisor 2 position in the Bureau of Finance & Administration, Division of Materials Management, Wethersfield, CT. This position is full time, 37.5 hours per week and open to eligible State employees. The candidate selected for this position will work under the direction of a Transportation Material Storage Supervisor or an employee of higher grade. This class is accountable for supervising the warehouse operations Wethersfield.

Duties include: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities; plans workflow; establishes and maintains unit procedures; acts as liaison to vendors, other state agencies and DOT units to coordinate deliveries, catalog number identification and processes; develops or makes recommendations on the development of policies and standards; prepares reports and correspondence; performs complex tasks of record keeping and inventory control; maintains inventory attributes; controls obsolescence; achieves maximum turnover rates; supervises locating and method of storing materials and supplies; supervises the receiving, quality and quantity inspection of incoming supplies; verifies shipments with vendors to expedite deliveries and to process the return of unacceptable materials and supplies; reviews and approves Material Stock Requests for distribution of materials and supplies; purchases materials and supplies in accordance with minimum maximum levels and reorder points using established purchasing rules and regulations; responsible for the general housekeeping, sanitation and security of storage areas; performs related duties as required.

Special Requirements: Core-CT computer experience and knowledge; knowledge of stockroom operations/material handling; inventory control; automotive and truck parts; fuel station records; physical stamina and strength (heavy lifting, bending, climbing); **extensive overtime** in winter for snow and ice and other emergency situations; instate travel to chase parts; valid driver's license. Work hours are 8:00 a.m. to 4:00 p.m.

Eligibility: **Candidates must have passed the Material Storage Supervisor 2 examination and be on a current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Submit a Cover Letter, Resume, State Application (CT-HR-12), and copies of last two service ratings to:

DEPARTMENT OF TRANSPORTATION
Bureau of Finance & Administration
Materials Management
Ms. Jan Snyder
Asst. Dir. of Purch. & Materials Management
2800 Berlin Turnpike
Newington, CT 06111
Room 2431
Tel: 860-594-2265
Fax: 860-594-2302
Janice.A.Snyder@ct.gov

Candidates may refer to the DAS website at <http://das.ct.gov/employment> for job specification requirements and application forms. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Material Storage Supervisor 2 positions in the Bureau of Finance & Administration within twelve months.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.